



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

September 29, 2010

#77-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** AHA QUIN  
**POSITION:** Property Manager  
**SALARY:** DOE (Contractual Employee)  
**BENEFITS:** Health and Life Insurance, Paid Holidays, Sick Leave, Annual Leave and 401(k) Plan  
**CLOSING DATE:** Open Until Filled  
**APPLY:** Colorado River Indian Tribes  
Human Resources Department  
26600 Mohave Road  
Parker, Arizona 85344

**DUTIES:** The core responsibility of the Property Manager is the management of a 175-space mobile home park, store and fuel station located along the Colorado River. The Property Manager reports to and is supervised by the Tribal Council. Representative duties include, but are not limited to the following:

- Supervise all aspects of park operations and all park employees;
- Provide regular written and verbal reports to the Tribal Council and Accounting Department;
- Prepare and present annual budget for consideration by the Tribal Council;
- Prepare and present financial reports including, but not limited to, budget-to-actual reports;
- Prepare detailed development plans including projected costs and revenue;
- Maintain all park records;
- Provide on-going training to subordinate employees;
- Monitor the park and its residents to ensure compliance with lease terms and park rules;
- Proactively resolve issues of non-compliance with lease terms and park rules;
- Provide park visitors and residents with regular written and verbal updates;
- Order all merchandise, fuel, and propane for the park store;

- Prepare and maintain a procedures manual for each position and function within the park;
- Ensure all routine and special maintenance is properly performed;
- Positively represent the Colorado River Indian Tribes;
- Work weekends and holidays and be available on call 24/7; and
- Other duties as assigned.

#### **REQUIREMENTS:**

- Must have a high school diploma or GED;
- Minimum of 2 years of college or 3 years in accounting/clerical/office/payroll experience;
- Experience managing residential property with a substantial number of leases;
- Minimum of 5 years supervising subordinate employees;
- Demonstrated oral and written communication skills;
- Strong organizational skills;
- Demonstrated computer literacy including use and knowledge of Microsoft Word and Excel;
- Consistent work history and excellent references;
- Experience preparing financial reports;
- Experience maintaining a filing system;
- Valid Arizona or California driver's license;
- Ability to pass drug screening;
- Ability to pass Tribal background check; and
- Must be dependable, self-motivated with a positive attitude.

**INDIAN PREFERENCE:** The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.